

1092-0518-2015
Engineering Division 2015-2016 Annual Fees

May 11, 2015

The Honorable Mayor Ellison and
Members of the City Commission:

The engineering division has reviewed the fees charged for wastewater collection system fees, engineering division permits fees, site plan review fees, and the reproduction and storage of documents. Wastewater collection system fees are annually updated in accordance with city code 740. All other fees are updated to reflect the actual labor, material, equipment, and administrative costs of the particular activity for fiscal year 2015-2016 to take effect July 1, 2015.

A. Wastewater collection system fees:

There are presently three (3) wastewater collection districts (District A, B, and C) within the city where developments, renovations or additions that propose to generate additional wastewater flow must pay a fee to reimburse the city for the cost of using excess capacity provided in the city's wastewater collection system. The fee for each district is to be adjusted annually in accordance with Section 740-19 of city code 740, which states: "*The wastewater collection system fee shall be adjusted annually at the end of each fiscal year in an amount equal to the most recent consumer price index published by the United States Bureau of Labor Statistics.*" The increase in the index for the past fiscal year was 1.6 percent.

Recommended wastewater collection system fees:	
<u>District A</u>	\$1,358 per sanitary use factor
<u>District B</u>	\$1,551 per sanitary use factor
<u>District C</u>	\$2,084 per sanitary use factor

The following tabulations indicate the actual costs to be incurred by the engineering division for fiscal year 2015-2016:

B. Right-of-way blockage and construction permit fees:

Permit application fee: The permit fee for activities in city right-of-way done by private contractors and developers is based on the city's cost to prepare the permit, review contractor activity plans, bonds and insurance documents, and provide the permit with a copy of the "City of Royal Oak Standard Specifications for Construction."

Civil engineer III (one hour)	\$93
Standard specifications for construction	20
Administration charge	17
Total	<hr/> \$130

Recommended Permit Application Fee: \$130 per permit

Inspection fee: The engineering division inspection cost for inspecting construction done in city right-of-way is included in the permit. The construction inspection fee is estimated by the engineering division based on the inspection hours needed for the construction work.

The fee is estimated based on inspection hourly rates, vehicle hourly rental rates, and administrative costs:

Inspection hourly rate	\$82
Vehicle hourly rental rate (includes two-way radio)	10
Administration charge	14
Total	<u>\$106</u>

Recommended inspection fee: \$106 per hour

After the work activities in the right-of-way are completed, the permittee is reimbursed for any inspection fee monies not used. If more inspection fee money is required than was collected when the permit was issued, the permittee is billed for the additional inspection in accordance with the terms of the permit.

C. Curb cut and/or driveway approach permit fees:

Permit fee: The permit fee for curb cuts and driveway approaches is based on the city's cost to inspect the permit work:

<u>First curb cut and/or driveway approach (per address) permit fee</u>	
Inspection hourly rate	\$82
Civil engineer III (1/4 hour)	24
Clerk steno III (1/4 hour)	12
Vehicle hourly rental rate (includes two-way radio)	10
Administration charge	7
Total	<u>\$135</u>

<u>Additional curb cut and/or driveway approach (per same address) permit fee</u>	
Inspection rate (1/2 hour)	\$41
Vehicle rental rate (1/2 hour & includes two-way radio)	5
Administration charge	7
Total	<u>\$46</u>

Administrative costs are not increased with each additional curb cut and/or driveway approach. Inspection and vehicle rental is estimated to increase 1/2 hour for each additional curb cut and/or driveway approach (after first on same address).

Recommended permit fees:

\$135 first curb cut and/or driveway approach per address

\$46 each additional curb cut and/or driveway approach

Penalty fee: A penalty fee for failing to obtain the required permit prior to beginning work:

Discovery & notification (1 hour inspection time w/ vehicle)	\$92
Civil engineer III (1 hour)	93
Administration charge	25
Total	<u>\$210</u>

Recommended penalty fee: \$210 per violation

D. Sidewalk fees:

Sidewalk builder's license fee: The annual fee for the sidewalk builder's license is based on the city's cost to review the application and sidewalk bond and execute the license:

Civil engineer III (1/2 hour)	\$47
Clerk steno III (1/2 hour)	24
Administration charge	7
Total	<u>\$78</u>

Recommended license fee:

\$ 78.00 per annual license

Permit fee: The permit fee for sidewalk is based on the city's cost to inspect the permit work:

Inspection hourly rate	\$82
Vehicle rental rate (includes two-way radio)	10
Administration charge	14
Total	<u>\$106</u>

Based on the average sidewalk inspection of 200 square feet of sidewalk replacement or construction, the cost incurred is rounded to 53 cents per square foot.

Recommended permit fee:

53 cents per square foot

Penalty fee: A penalty fee for failing to obtain the required permit prior to beginning work:

Discovery & notification (1 hour inspection time w/ vehicle)	\$92
Civil engineer III (1 hour)	93
Administration charge	25
Total	<u>\$210</u>

Recommended penalty fee:

\$210 per violation

E. Contaminated sewage discharge permit fees:

Permit fee: The permit fee for contaminated sewage discharges into city sewers done by property owners, private contractors, and environmental consultants is based on the city's cost to prepare the permit:

Civil engineer III (3 hours)	\$279
Administration charge	28
Total	<u>\$297</u>

Recommended permit fee:

\$297 per permit

Inspection fee: The engineering division inspection cost for monitoring the volume of contaminated sewage discharges is included in the permit. The inspection fee is estimated by the engineering division based on the inspection hours needed for the monitoring. The fee is estimated based on inspection hourly rates, vehicle hourly rental rates, and administrative costs:

Inspection hourly rate	\$82
Vehicle rental rate (includes two-way radio)	10

Administration charge	14
Total	<u>\$106</u>

Recommended inspection fee:

\$106 per hour

After the contaminated sewage discharge is completed, the permittee is reimbursed for any inspection fee monies not used. If more inspection fee money is required than was collected when the permit was issued, the permittee is billed for the additional inspection in accordance with the terms of the permit.

- F. Utility pavement cut fee schedule: The pavement cut fee for the replacement of pavement and sidewalk removed by a contractor/builder for utility repair/installation is for labor, material, equipment, traffic control items, and administrative costs associated with the pavement replacement.

<u>First pavement cut (5 feet by 6 feet) major streets</u>	
Contractual cost for pavement replacement	\$790
Design and construction engineering	90
Administration charge	70
Total	<u>\$950</u>

<u>Each additional pavement cut (5 feet by 6 feet) major streets</u>	
Contractual cost for pavement replacement	\$465
Design and construction engineering	45
Administration charge	35
Total	<u>\$545</u>

<u>First pavement cut (5 feet by 6 feet) local streets</u>	
Contractual cost for pavement replacement	\$450
Design and construction engineering	90
Administration charge	70
Total	<u>\$610</u>

<u>Each additional pavement cut (5 feet by 6 feet) local streets</u>	
Contractual cost for pavement replacement	\$430
Design and construction engineering	45
Administration charge	35
Total	<u>\$510</u>

Recommended pavement cut fees:

\$950 first cut – major streets

\$545 each additional cut – major streets

\$610 first cut – local streets

\$510 each additional cut – local streets

Note: The above pavement cut fees are based on the publicly bid unit prices for Royal Oak Contract SW1401.

- G. Site plan fees:

Work order preparation fee: The work order preparation fee for site plan review for public road, sidewalk, water main, storm sewer, and storm water retention facilities is based on the city's cost to prepare the work order and review the developer's site improvement information:

Civil engineer III (1 hour)	\$93
Administration charge	14
Total	<hr/> \$107

Recommended site plan review work

Order preparation fee:

\$107 per work order

Site plan review fee: The engineering division cost for reviewing and directing the correction of site plans to comply with City of Royal Oak policies, regulations, standards, and ordinances will be included in the site plan review work order. The site plan hourly review fee will be estimated by the engineering division based on the engineering hours needed for the work. The fee is estimated based on engineering division hourly rates and administrative costs as follows:

Civil engineer III (1 hour)	\$93
Administration charge	14
Total	<hr/> \$107

Recommended site plan review fee:

\$107 per hour

After the engineering division site plan review is completed, the developer or architect/engineer will be reimbursed for any site plan review fee monies not used. If more site plan review fee monies are required than were collected when the site plan review work order was issued, the developer or architect/engineer will be billed for the additional site plan review fee monies in accordance with the terms of the site plan review work order.

Easement preparation/filing fee: The engineering division cost for preparation and distribution of documents for easements.

Civil engineer III (3 hours)	\$279
County recording fee	20
Administration charge	42
Total	<hr/> \$341

Recommended easement preparation/filing fee: \$341 per Easement

License agreement preparation/filing fee: The engineering division cost for preparation and distribution of documents for license agreements.

Civil engineer III (3 hours)	\$279
Administration charge	42
Total	<hr/> \$321

Recommended license agreement

Preparation/filing fee:

\$321 per license agreement

H. Paving permit fees:

Paving permit fee: The permit fee for construction of paving on private property is based on the city's cost to prepare the permit and review contractor plans and performance bond, and provide the permit.

Civil engineer III (1 hour)	\$93
Administration charge	14
Total	<u>\$107</u>

Recommended paving permit:

\$107 per permit

Inspection fee: The engineering division inspection cost for inspecting paving on private property construction is included in this permit. The inspection fee is estimated by the engineering division based on the inspection man hours needed for inspection of the paving construction work.

Inspection hourly rate	\$93
Vehicle rental rate (includes two-way radio)	10
Administration charge	14
Total	<u>\$117</u>

Recommended inspection fee:

\$117 per hour

After the paving is completed, the permittee is reimbursed for any inspection fee monies not used. If more inspection fee money is required than was collected when the permit was issued, the permittee is billed for the additional inspection in accordance with the terms of the permit.

I. Reproduction and storage of maps and plans fees:

The fee for the reproduction, scanning, and electronically storing (e-storage) of maps and plans sold to or received from the public is based on the city's cost to reproduce, scan and e-storing the maps and plans:

<u>Site plan review plans</u>	
Large plan scanning and e-storage fee per sheet	\$2
<u>First copy of map or plan</u>	
Engineering drafter (1/4 hour)	\$17
Administration charge	3
Total	<u>\$20</u>
<u>Additional copies of maps or plans (after first)</u>	
Engineering drafter (3 minutes)	\$4
Administration charge	1
Total	<u>\$5</u>

Recommended reproduction and storage fees:

\$2 per sheet of large plan scanning and electronically storing
\$20 first copy of map or plan
\$5 each additional copy of maps or plans

We recommend the following resolution for adoption:

Be It Resolved, the City Commission hereby approves that the following charges shall be required by the City of Royal Oak for wastewater collection system additions; right-of-way, curb cut and driveway approach, sidewalk, contaminated sewage discharge permits; pavement cuts, site plan reviews, and reproduction of maps and plans for fiscal year 2015/2016 to take effect July 1, 2015:

A. Wastewater Collection System Fees		
1.	District A	\$1,358 per sanitary use factor
2.	District B	\$1,551 per sanitary use factor
3.	District C	\$2,084 per sanitary use factor
B. Right-Of-Way Construction Permit Fees		
1.	Permit fee	\$130 per permit
2.	Inspection fee	\$106 per hour
C. Curb Cut and/or Driveway Approach Permit Fees		
1.	Permit fee	\$135 for first curb cut and/or driveway approach (per address); \$46 for each additional curb cut and/or driveway approach (per same address)
2.	Penalty fee	\$210 per violation
D. Sidewalk Permit Fees		
1.	Sidewalk builder's license	\$78 per annual license
2.	Permit fee	53 cents per square foot
3.	Penalty fee	\$210 per violation
E. Contaminated Sewage Discharge Permit Fees		
1.	Permit fee	\$297 per permit
2.	Inspection fee	\$106 per hour
F. Utility Pavement Cut Fees		
1.	First pavement cut – major street	\$950
2.	Each additional pavement cut – major street	\$545
3.	First pavement cut – local street	\$610
4.	Each additional pavement cut – local street	\$510
G. Site Plan Fees		
1.	Site plan work order fee	\$107 per work order
2.	Review fee	\$107 per hour
3.	Easement preparation/ filing fee	\$341 per easement
4.	License agreement preparation/ filing fee	\$321 per license agreement
H. Paving Permit Fees		
1.	Permit fee	\$107 per permit
2.	Inspection fee	\$117 per hour
F. Reproduction and Storage of Maps and Plans Fees		
1.	Scanning and e-storage fee	\$2 per plan sheet
2.	Reproduction fee	\$20 for first copy; \$5 for each additional copy

Respectfully submitted,
Matthew J. Callahan, P.E.
City Engineer

Approved,



Donald E. Johnson
City Manager

cc: Jason Craig, Building Official
Kevin Duhonich, Deputy Building Official
Craig Dragna, Information Systems
Engineering Division Staff
Engineering division permit file

